



Title: Director of Special Events
Department: Development
Supervisor: AVP of Development
Status: Full Time
Date: December 2019

Make-A-Wish New Jersey

The mission of Make-A-Wish New Jersey (MAWNJ) is to create life-changing wishes for children with critical illnesses. MAWNJ seeks a proven, dynamic and talented self-starter to join our team at our Monroe Township facility. This is a great opportunity to share in the power of a child's wish come true, especially at one of the leading Make-A-Wish chapters in the country, as well as a tremendous opportunity to play a crucial role in our success, make an immediate impact, and experience profound job satisfaction/fulfillment.

Director of Special Events

Job Summary:

This position directs, executes and provides overall strategy for all aspects of high level fundraising and stewardship events for Make-A-Wish New Jersey. Emphasis on high level fundraising and stewardship events includes all aspects of event execution, budgeting, securing sponsors and attendees/teams, as well as post event wrap up/analysis and follow up. The position assures the successful achievement of fundraising goals and identifies opportunity for deeper involvement of donors and sponsors.

Major Responsibilities:

Facilitate and manage existing relationships as well as help to create new relationships with key donors, sponsors and event attendees as well as identify/steward relationships with potential for growth.

Demonstrate creativity, routinely offer new ideas and concepts that uphold high quality expectations, while remaining cost-effective.

For appropriate events, spearhead the selection of chairpersons and recruit, orient, manage, motivate and steward fundraising teams comprised of community volunteers and corporate leaders.

Manage online giving pages and events calendars.

Develop and maintain long-term, strategic relationships with event sponsors and vendors.

Ensure that licensing requirements, event paperwork and any applicable requirements are adhered to and completed in a timely manner.

Coordinate the use of the facility for small and large scale on-site events that are facilitated by external partners and organizations.

Manage a portfolio of high level national partnerships, ensuring their needs are met and that MAWNJ is properly represented when needed.

Assist with other duties as assigned by the VP of Development or AVP of Development.

Requirements:

Bachelor's degree required.

Five years' experience in special events, preferably in a development or fundraising organization/department.

Direct experience planning, managing and growing peer-to-peer fundraising programs – walks, runs, cycling events – preferred.

Donor management, solicitation and/or volunteer management experience a plus.

Must be available to attend events taking place during nights and/or weekends and willing to travel throughout New Jersey.

Skills and Abilities:

Self-motivated, team oriented and highly organized with strong attention to detail

Database management, especially Raiser's Edge proficient

Excellent verbal and written communication skills

Must be able to clearly articulate the case for support of MAWNJ (one on one and in audiences of all sizes) and convey enthusiasm and gratitude for those who are helping to raise funds to support wishes.

Must be able to work as part of a team and manage short and long term goals.

No phone calls please. To formally apply, send your resume and cover letter (including salary

requirements) to jobs@nj.wish.org. Please note “Director of Special Events” in the subject line.